

REQUEST FOR PROPOSALS No. 20251508

Integrated HRIS & Payroll System

**ISSUED BY:
CHITTENDEN SOLID WASTE DISTRICT
19 GREGORY DRIVE, SUITE 204
SOUTH BURLINGTON, VERMONT 05403
(802) 872-8100**

**ISSUE DATE:
August 15, 2025**

REQUEST FOR PROPOSALS FOR PAYROLL SYSTEM

INTRODUCTION

The Chittenden Solid Waste District (CSWD) is requesting proposals for an Integrated HRIS & Payroll System. Proposals should include time and cost estimated for planning, data conversion, testing, final roll-out, implementation and training, and data security & privacy measures.. See Required Functionality in Appendix A.

Proposals must be received by John Balparda, Director of Finance – preferably electronically at jbalparda@cswd.net or alternatively physically at CSWD's administrative offices located at 19 Gregory Drive, Suite 204, South Burlington, VT 05403 – by 12:00 noon on Monday, September 15, 2025. If submitting electronically interested parties should include in the email subject line "HRIS & Payroll RFP No. 20251508". If submitting physical copies, interested parties should submit two copies of their two-sided printed proposal in a sealed envelope clearly marked "HRIS & Payroll RFP No. 202521508."

Inquiries concerning this Request for Proposals should be directed electronically to John Balparda, Director of Finance, CSWD, at jbalparda@cswd.net

There is no expressed or implied obligation for CSWD to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals unless clearly and specifically noted otherwise in the proposal submitted and confirmed in the contract between CSWD and the firm selected.

It is anticipated that the selection of a system will be completed by September 19, 2025, and a proposal formally accepted shortly thereafter. The expected "Go Live Date" is January 1, 2026

BACKGROUND

CSWD is a union municipal district created in 1987 by the Vermont State Legislature as part of Act 78, Vermont's first solid waste law. CSWD is responsible for the management of solid waste generated within Chittenden County, Vermont. Components of CSWD's existing solid waste management system include: a single-stream recycling facility, six drop-off centers, a household hazardous waste collection facility (which includes a paint recycling retail program), an organic material composting facility, a sludge disposal program, a facility for management of special waste items, along with long-term post-closure maintenance of a closed landfill. Additional information about CSWD may be found at www.cswd.net.

As of July 31, 2025, CSWD had 61 employees on payroll. Pay periods are bi-weekly (26 runs annually) Monday – Sunday.

PROPOSAL REQUIREMENTS

See Introduction section for proposal submission guidelines. Submitting physical copies of a proposal or single-sided printed copies will not be disqualifying factors. All proposals and the information contained therein are subject to the public information laws of the State of Vermont.

The proposals should contain sufficient detailed information to provide for evaluation and selection, including at a minimum the following:

- Implementation and onboarding training
- Meeting the Required Functionality – see Appendix A
 - Please indicate clearly where the Required Functionality cannot be met by your proposal
- On-going support

Preference will be given to proposals that are succinct and are limited in generic marketing materials that are not specific to this RFP.

EVALUATION CRITERIA

Proposals submitted will be evaluated by a CSWD staff committee. The committee will use a point formula system during the review process to score proposals. Those proposals that best meet the Required Functionality will be evaluated and scored on the three criteria listed below (maximum total of 100 points).

- A. Implementation & Support (Maximum points – 20)
- B. Required Functionality (Maximum points – 60)
- C. Price (Maximum points – 20)

The maximum score for price will be assigned to the proposal offering the highest level of implementation and on-going support service level, best fit with the Required Functionality, and the lowest total all-inclusive price. Appropriate proportionate scores will be assigned to other proposers.

TERMS AND AGREEMENTS

CSWD reserves the right, where it may serve CSWD's best interest, to request additional information or clarification from proposers, including requesting a detailed demo of the system capabilities. CSWD reserves the right to reject any and all proposals, and to accept the proposal which in its sole discretion is in CSWD's best interest.

TENTATIVE PROCUREMENT SCHEDULE

August 15, 2025 – RFP Issued

September 15, 2025 – 12:00 noon – deadline for proposal submission

September 19, 2025 – selection of proposal

Early October 2025 – implementation planning kick-off meeting January 1, 2025 – Expected "Go

Live Date”

APPENDIX A

REQUIRED FUNCTIONALITY

Implementation
Planning
Data conversion (configuration, upload, & testing)
Final rollout
Training
On-going support
Financial/Payroll Management
Data importing & exporting
Data Security
Cloud-based (Software as a service)
Flexible reporting capabilities
Intuitive UIX
Payroll by Division, Department, and Employee
Overtime calculations for other than hours worked
Automatic deductions and remittance service
Salary administration and history
Annual pay increases based upon a pre-defined step and grade table
Achievement awards
Employee self-service access to banking, tax info, PTO (balance & usage), and benefits
Time/Attendance management
Timesheet capacity for both hourly and salaried personnel
Attendance tracking and scheduling
Multiple PTO categories accrual, use, and reporting
Holiday calendar
Tracking of paid and unpaid leave
FMLA tracking
Employee selection for overtime pay out versus comp time option
Scheduled vs actual hours worked comparison
Benefits
PTO management (requests, tracking, accrual, & usage) balance reporting
Insurance enrollment tracking and reporting
Travel, cell phone and other expense reimbursements
Retirement account enrollment, deferral elections, and reporting
Wellness program tracking
Compliance
Employee Eligibility i-9

Payroll Tax & Reporting
HC-2 reporting
1094 C- 1095 C if ALE (over 50) then reporting health insurance usage and offerings
Learning and Development
Training scheduling and enrollment tracking
Completion of training tracking
Certification tracking
Recruiting
job postings
social media integration
online applications
applicant tracking system
auto-response
Pre-screening of candidates (anonymous hiring process)
Employment offer letters
Onboarding
Pre-employment preparation
Completion of paperless employee records and e-signatures
Clear instructions - essential functions